



2014 ANNUAL REPORT OF THE LEESBURG PLANNING COMMISSION

INTRODUCTION

The Planning Commission is pleased to offer its 2014 Annual Report to the members of the Town Council pursuant to Section 16-3(6)(g) of the Town Zoning Ordinance.

MEMBERSHIP AND STAFF CHANGES

In January, Earl Hoovler was elected Chair of the Planning Commission, Doris Kidder was elected Vice Chair and Brett Burk continued as Parliamentarian.

Following the resignations of Milton Herd, and Peggy Coleman, Lyndsay Welsh Chamblin and Gigi Robinson were appointed in their places, respectively.

At the expiration of his term, Earl Hoovler left the Planning Commission and Sharon Babbin was appointed in his place.

After the retirement of Linda DeFranco in January, Karen Cicalese was hired as Executive Associate, Department of Planning and Zoning, and serves as the Planning Commission Clerk.

Tom Scofield joined the Planning and Zoning Department in May as our Preservation Planner, replacing Kim DelRance.

ZONING CASES

The Planning Commission held 22 meetings in total during the 2014 Calendar year.

The Commission heard 6 special exception cases, 9 rezoning and or/concept plan/proffer amendments and 6 Town Plan and Zoning Ordinance Amendments.

The number of cases reviewed this past year is generally consistent with the number of cases reviewed by the Commission in each of the past four years. Data for the past four years shows that the Planning Commission has reviewed 82% of these cases in one meeting.

Four cases were carried over to additional meetings. These included:

Morven Park Zoning District (91 Days)

MacDowell Property (87 Days)

Chesterfield Place Condominiums (14 Days)

Oaklawn (14 Days)

OTHER WORK SESSION ITEMS



Tree Work Session— On November 6, Bill Ference from the Department of Parks & Recreation provided an overview of tree activities that the Town has been involved in over the past year. Of special note, there has been a marked improvement in tree maintenance as the Town has a new contract maintenance program with work already beginning in various road corridors throughout the Town.

Applicant-Initiated Town Plan Amendments— Over the course of the year, the Planning Commission held several work session discussions regarding the Town's current practice which allows a concurrent review of an Applicant-Initiated Town Plan amendment and a rezoning. In October, the Planning Commission voted to send a recommendation to Town Council to discontinue this practice and offered alternative suggestions. Staff will bring this recommendation forward to Town Council for consideration in early 2015.

Leadership Meeting — The Planning Commission considered a proposal initiated by Commissioner Robinson to establish a leadership meeting between the Planning Commission and the Town Council. The proposal was modeled after a similar approach used in Loudoun County. John Merrithew, Deputy Director, County Planning & Zoning, gave an overview of the Loudoun County Leadership Meeting process to the Planning Commission on October 16th. It is a monthly meeting between the Chairman and Vice Chair of the Board of Supervisors and the Chairman and Vice Chair of the Planning Commission and Staff. The meeting, established several years ago, serves to aid in managing workflow and agendas, addressing issues, and gives staff the opportunity to give the Board and Commission insight on projects and issues coming before them.

Staff Report Template Changes— The Planning Commission held numerous work sessions with Staff to add information, graphs and charts to the Staff Report resulting in increased readability.

PLANNING COMMISSION RETREAT

The annual retreat was held on March 6th. Agenda topics included:

Business Items—Discussion on By-laws

Applicant-Initiated Town Plan Amendment Process and Improvement Discussion

Town Plan Action Program Status Report

Capital Improvements Program—Evaluation and Process Criteria:

CAPITAL IMPROVEMENTS PROGRAM



At its February 6 meeting, the Planning Commission held a public hearing on the CIP for 2014-2019. The Commission moved to forward the CIP on to the Town Council with a recommendation of approval subject to the following changes:

- Move the Browns Meadow-Woodberry Road Project to 2015
- Conduct an evaluation to determine the feasibility of using a Four-Way stop in lieu of traffic signals

In October, the Capital Projects Management Director briefed the Planning Commission on draft priority-based criteria to aid in determining which projects should be added to the CIP. This criteria was based on input received from the Planning Commission at their March 6th retreat. It includes:

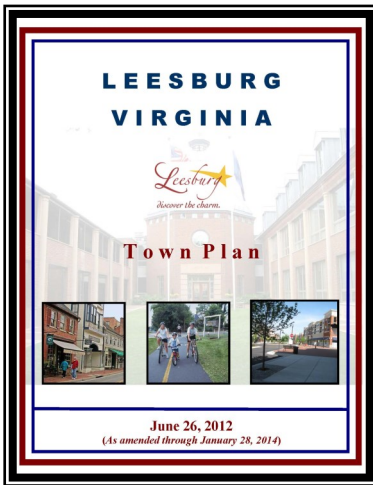
- Need: Town Plan, Regulation, Master Plan, Citizen Request, Operations, Health, Safety & Public Welfare, and Commissioner or Board Recommendation
- Benefit Outcome: Quality of Life, Economic Development, Compliance, Improving Capacity, Safety Improvement, Revenue Generation, Level of Service, Useful Life/Investment
- Cost Financial: Availability of Outside Funding, Project Phasing

LIAM (LEESBURG INTERACTIVE APPLICATION MAP)

On September 4, Debi Parry, Department of Planning & Zoning Assistant, gave a briefing to the Planning Commission on the new Leesburg Interactive Application Map (LIAM).

LIAM is a web-based mapping tool that provides public access to information about active rezoning, special exception and Town Plan amendment applications. LIAM allows users to see the locations of all active and recently approved land use applications within the Town at a quick glance. Users can zoom in to better define locations, view thumbnail photos with brief descriptions of the applications, and launch project pages with links to all applicant submittal and staff review documents. From each project page users can see the current status of that application and contact information for the staff project manager. LIAM was launched in October.

TOWN PLAN ACTION PROGRAM UPDATE



In the Fall of 2014, Staff provided the Planning Commission with a status report on the Town Plan Action Program and Priority Items:

Floodplain Ordinance Updates:

A major portion of this project has been completed and involves drafting updates to our ordinances consistent with the guidance provided by FEMA. Staff work on this project was stopped temporarily to focus on other priority projects. Continued work will commence in late winter/early spring of 2015. The ordinance amendments will be reviewed by the Planning Commission and Council in 2015.

Incorporation of Low Impact Development Measures in the Zoning Ordinance and DCSM:

This recommendation was generated by the EAC and the Watershed Committee to initiate changes to our ordinances and to promote Low Impact Development Management. Council gave the go-ahead to staff to incorporate work on these recommendations in Department work plans. Work on this project is scheduled to begin once the Flood Plain Ordinance has been completed. These amendments may be reviewed by the Planning Commission in 2015.

Update of the H-2 Guidelines/ East Market Street Small Area Plan:

A charrette was held with the Loudoun Design Cabinet in May to consider broad approaches to land use, transportation, and design planning in the East Market Corridor. Staff provided a briefing to the Planning Commission on the charrette in June. In November, Staff briefed the Planning Commission with an overview of the project. This Project Charter is still being refined to better define the project process. The planning area is East Market Street located between Potomac Station Drive and Tuscarora Creek along East Market Street east of the bypass. The Plan will focus on Land Use, Transportation, and Design Objectives. Staff will primarily focus on refining policy direction in this area and reviewing the H-2 Guidelines to determine if there is a need to change, remove or replace the H-2 Guidelines. Work is expected to start in early 2015 and continue throughout the year.

CIP Criteria:

In 2014, the Planning Commission advised Staff on the development of review criteria for CIP projects. This review criteria was used by Department Directors when putting together their requests for capital projects for the FY16-17 budget and FY 15-21 CIP. Once the CIP is adopted in April, Staff will brief the Planning Commission on usage of the criteria and whether any changes are recommended.

CASE DETAILS FOR 2014

SPECIAL EXCEPTION CASES

Panera Bread

Leegate

REZONING AND/OR CONCEPT PLAN/PROFFER AMENDMENTS

Morven Park

Jerry's Ford

Panera Bread

Chesterfield Place Condominiums

Somerset Park

MacDowell Rezoning

Village at Leesburg

Oaklawn

Leegate

TOWN PLAN AND ZONING ORDINANCE AMENDMENTS

Tents in the B-1

HVAC Setbacks

DCSM Text Amendment

SLDR Text Amendment

2014 Zoning Batch

Text Amendment related to parking
Requirements for redevelopment in the
Downtown

COMMISSION PERMIT REVIEWS

Harrison Street Right of Way Vacation Permit

CRESCENT DISTRICT DESIGN MODIFICATION REQUESTS

Jerry's Chevrolet

A LOOK AHEAD FOR 2015

- The Planning Commission will be addressing land development applications as they work through the review process. At this point, active applications that are anticipated to get to the Planning Commission in 2015 include, but will not be limited to:
 - Leegate
 - Courthouse Expansion Downtown
 - Crescent Parke
 - Leesburg South Rezoning (Meadowbrook Commercial)
 - Providence Academy (SE)
 - Patriot Self-storage
 - Hamblet at Leesburg
 - Potomac Station
- The Planning Commission will work on various Zoning Ordinance amendments as required. At this point, known amendments that will be reviewed by the PC include:
 - Parking requirements for development downtown
 - Floodplain Ordinance updates
 - Revisions to address LID objectives
 - Definition of Office and Light Industrial
- Staff will bring forward the annual Zoning Ordinance batch in the fall for Planning Commission review.
- The annual Planning Commission Retreat will be scheduled in the March timeframe.
- A workshop is being scheduled for February 21st. It will be taught by Dr. Mike Chandler who teaches and manages the Statewide Planning Commissioner's certification program. The workshop will focus on mixed use and transportation impact analysis.
- Lastly, the Planning Commission will be involved in discussions regarding the addition of Proffer Guidelines to the Town Plan.

Planning Commission Members for 2014

Earl Hoovler, Chair

Doris Kidder, Vice Chair

Brett Burk, Parliamentarian

Ad Barnes

Peggy Coleman (Left Commission May 2014)

Mary Harper

Milton Herd (Left Commission March 2014)

Gigi Robinson (Appointed June 2014)

Lyndsay Welsh Chamblin (Appointed April 2014)

Kristen Umstattd, Council Representative

Planning & Zoning Staff Liaisons

Susan Berry-Hill, Director of Planning & Zoning

Karen Cicalese, Clerk of the Planning Commission

